



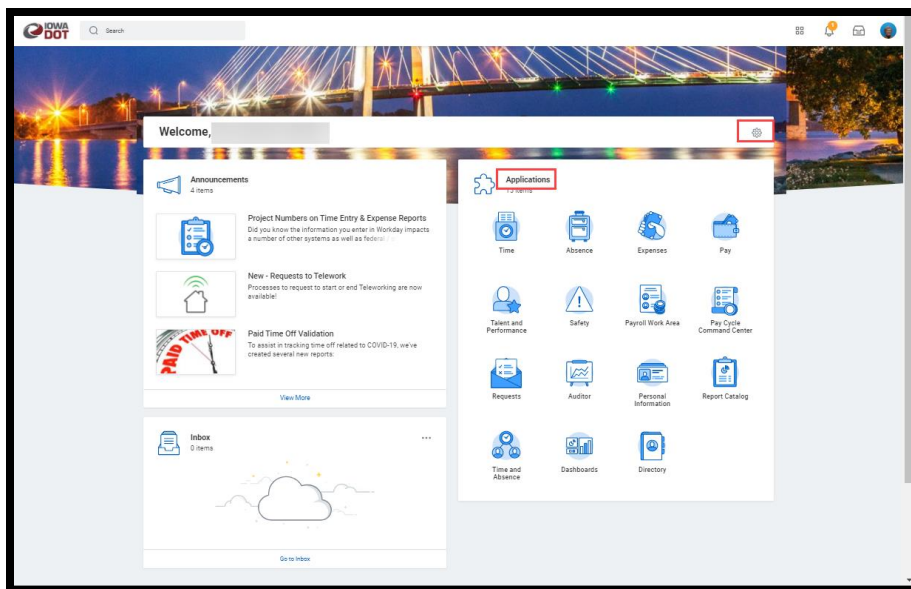


THIS JOB AID COVERS THE FOLLOWING TOPICS:

-  Navigate the Home Page Pages 1-2
-  Error and Alert Messages [Page 3](#)
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-  Navigate Using Search [Page 5](#)

NAVIGATE THE HOME PAGE




In Workday, you can use tasks to enter data and reports to view data. The Workday Home page displays applications that provide access to tasks and reports. Worklets on the Home page are referred to as applications.



CONFIGURE THE HOME PAGE






Default applications will display on your homepage. However, you can add, remove (except the defaults), and arrange applications on your Home page.

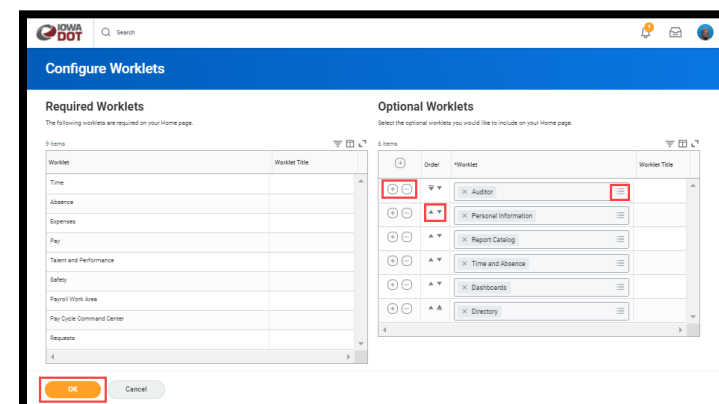
From your **Home page**:

1. Click the **Configure Applications** icon  in the upper-right corner. The Configure Worklets page displays.
2. Click the **Add Row** icon  to add a new worklet.
3. Click the **Prompt** icon  to select from the list of existing worklets.



Note: The Home page can only display the top 20 applications selected.

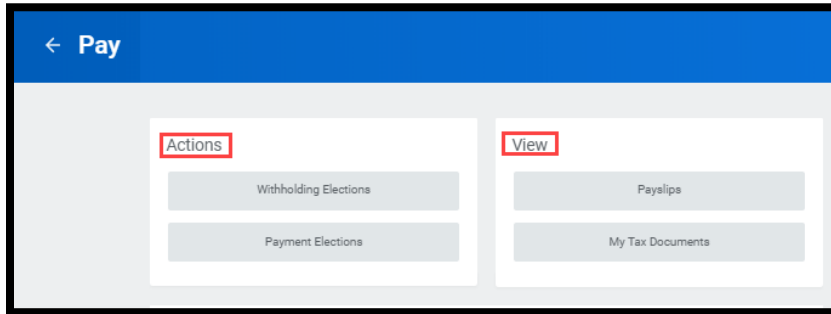
4. Click the **Remove Row** icon  to remove an application from the Home page.
5. Click the **Move Row Up** arrow  or **Move Row Down** arrow  to reorder the applications on the page. To move an application to the first or last position, use the **Move Row to Top**  or **Move Row to Bottom**  arrows.



6. Click **OK** and **Done**.

COMMON WORKLET MENU

After selecting an application, you will see a page layout similar to the image below:

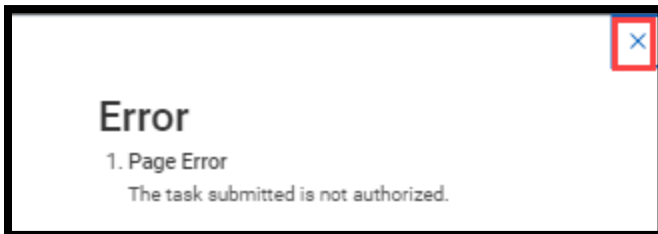


This is a common layout for applications. **Actions** are on the left and **View** are on the right. Buttons under the Actions section link to tasks you can perform. Buttons under the View section link to reports you can view.

ERROR AND ALERT MESSAGES

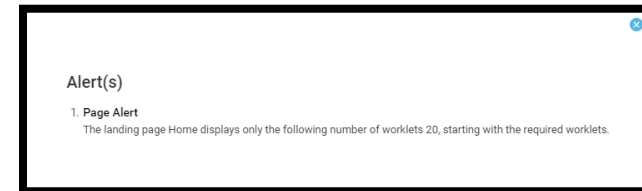
ERROR MESSAGES

Error messages display in red and can be clicked on to view error explanations. They typically identify a specific field or fields where information is missing, entered incorrectly, or conflicts with a rule established by your organization. Errors **prevent** you from completing a task until the error is fixed.



ALERT MESSAGES





Alerts notify you of **potential** problems on a page, but **do not** prevent you from completing the task. Alerts also display the location of missing or problematic information within the task, report, or business process.

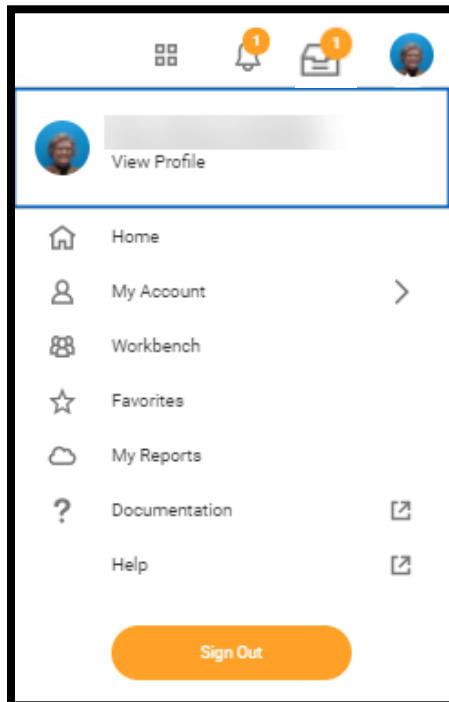


Note: To close the error/alert message box, click on the X in the upper right corner of the message box.

HEADER ICONS AND RELATED ACTIONS

HEADER ICONS

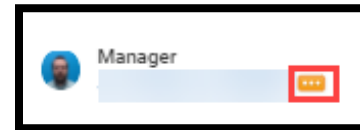
-  **My shortcuts** – allows you to save your 10 most frequently used tasks/reports AND three worklets (applications)
-  **Notifications** – shows status updates and reminders of processes needing your attention
-  **Inbox** – indicates you have items that require you to take action
-  **Profile** - contains links to the Home page, My Account, and Favorites, to name a few. You can also access Workday Documentation by clicking the Documentation link.



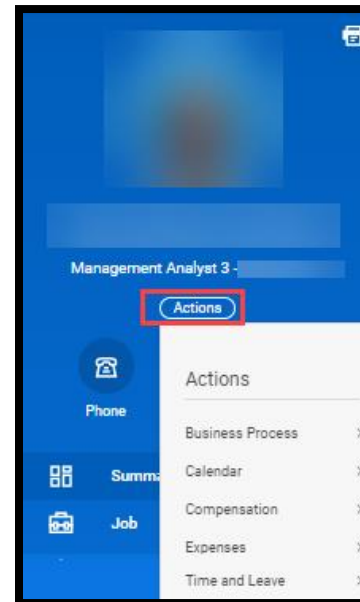
RELATED ACTIONS BUTTON

Workday allows you to access tasks, reports, and data in multiple ways.

Related Actions button displays next to an object and is used to access other relevant actions. For example, the Related Actions next to your name accesses tasks, reports, and data related to your worker record. Most of the actions available through Related Actions are also available through applications or the search bar. Three common types of Related Actions can be seen in the following images:



Related Actions may appear when hovering your cursor next to a business object or link.



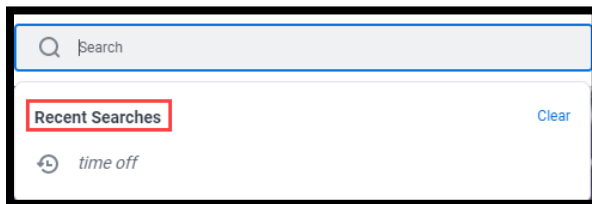
Related Actions in the header of your worker profile is an Actions button that allows you to view a variety of Actions.



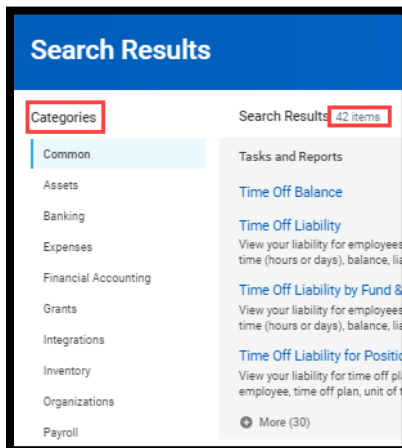
Related Actions button is found in the header while viewing tasks and reports.

NAVIGATE USING SEARCH

Workday makes it easy to search for people, tasks, reports, and business data using the **Search** field. Your most **Recent Searches** will appear when you click in the **Search** box making it simple to navigate to recently used tasks, reports, or business data.



Search categories are on the left side of **Search Results** page and can be used to filter your search for faster, more accurate results.



Searches find exact matches. If you misspell the search text, you may not see any results. You can shorten words to find more matches but using longer search terms will improve accuracy and reduce the time to return results. For example, if you are searching for the Maintain Project Worker Roles task, the search string "main pro work" returns more relevant results than the search string "Maintain Project."

Search prefixes restrict the search results to a particular type of Workday object. Search prefixes are lowercase letters, followed by a colon (:). For example, "job:program" returns a list of job profiles that contain program. To see a list of all search prefixes available to you, enter a **question mark (?)** in the search field.

In addition to the search field, there are **Find** pages where you can use filters to narrow down your results. For example, you can use the **Find Workers** report to search for employees and other workers by city, skillset, cost center, etc.

On search report pages (i.e., reports that typically start with "Find" -- Find Workers report), use the faceted search box.

You can customize your faceted search in a variety of ways, including:

- Boolean search – (marketing OR branding) AND manager
- Phrase search – "marketing manager"
- Exact Match – specificmail@workday.com

You can then save these faceted searches for later use.

When you find what you are looking for in the search results, you can either initiate an action using the object's **Related Actions** or click the link to see more information.

